

VACANCY NOTICE

#2004-83

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Confidential Secretary</u>	CLASSIFICATION CODE: <u>00448000</u>
	SALARY RANGE: <u>817, \$30147-33486</u>	REFERENCE POSITION NO.: <u>2449-10000-9</u>
	Department or Agency Name <u>Personnel Appeal Board</u>	APPLICATION PERIOD: <u>9/13/04 - 9/26/04</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments Applicants to VN#2003-13 (Administrative Asst.) Need Not Re-Apply. Those bids will be considered for this position	
	Shift and Days: <u>1st (Monday - Friday)</u>	Job Location: <u>One Capitol Hill, Providence, RI</u>
	Restrictions/Limitations: <u>N/A</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: <u>N/A</u>	
	There is * _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none">• The title of the position for which you are applying• Title of your present position and date you entered it• Date you entered State service	<ul style="list-style-type: none">• Name of department where you are currently employed• Your business telephone number• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	• Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Overall responsibility for administering and managing the office of the Personnel Appeal Board in accordance with the General Laws of Rhode Island; and to do related work as required. Position works in conjunction with the Chairman and members of the Board with considerable latitude to exercise overall responsibility, initiative, independent judgement and discretion. Responsibilities conform with the General Laws of Rhode Island, State of Rhode Island personnel policies and procedures, union contracts, Superior and Supreme Court decisions and various rules and regulations.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Candidate should have knowledge of the principles and practices of public administration and to apply such knowledge in the administration of the office by planning, coordinating and directing the Board's functions with the ability to make fact-finding studies and present such information to board members. Experience working with computers (Microsoft Office) and other office equipment as well as experience in using a transcribing machine and producing transcripts of hearings, depositions and court proceedings. Word processing and data entry functions, spread sheets, filing, telephone coverage, sorting and opening mail, assist with follow-up on various projects.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Anthony Cofone, Chairman	Telephone #: <u>222-2592</u>
	Personnel Appeal Board	Fax #: <u>222-4712</u>
	One Capitol Hill	TTY/TDD #: <u>7-1-1</u>
	Providence, RI 02908	(Telecommunication Device for the Deaf)

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**